

Position Vacancy

U.S. Embassy, Mexico

Announcement



No: 16/14

Open to: All Interested Candidates

Position: CAI-D44 Secretary Mission Director (MD), FSN-8

Opening Date: March 1st, 2016.

Closing Date: March 29th, 2016.

Work Hours: Full-time; 40 hours/week

Salary: Ordinarily Resident (OR): \$271,821.12 pesos per year (FSN-8 starting salary)

(Note: All ordinarily resident applicants (Appendix A) must have the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

The U.S. Embassy in Mexico City is seeking an individual for the position of Secretary (MD) in the United States Agency for International Development (USAID).

Basic Function of Position

The Secretary is located in the USAID/Mexico Office of the Mission Director. The Secretary serves as the personal assistant to the Mission Director, operating independently of any other position in the performance of the full range of secretarial, protocol, and administrative functions essential to the efficient operation of the Mission Front Office.

The Secretary is the primary contact person responsible for Mission Front Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host- government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Secretary is responsible for coordinating information about the USAID Mission, and making sure that information gets to customers on a timely basis and in a professional manner.

A copy of the complete position description listing all duties and responsibilities is available at :
<http://photos.state.gov/libraries/mexico/1311511/vegaax/PD%20CAI-D44%20VA.pdf>

Required Qualifications

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- Completion of secondary school is required. Two or more years of post-secondary schooling in Secretarial Science or Business Administration are required.
- Must have at least five years of progressively responsible secretarial and clerical experience.
- Level IV (Fluent) English and Spanish (speak/read/write) are required. (Please see section "To Apply" on pg 2 for test instructions).
- Level II typing ability (40 words per minute)
- Proficiency with Microsoft Office software (Excel, PowerPoint, Word), Internet and E-mail is required.

Selection Process

All applicants must pass a rigorous security certification process.

Additional selection criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Currently employed Not Ordinarily Resident employees (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

To apply:

Interested applicants for this position **MUST** submit the following or the application **WILL NOT BE CONSIDERED**:

- **Universal Application for Employment (UAE) form.**
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf> **plus**
- Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- For Non-Native Spanish speakers: For Spanish test, applicants should contact Carmen Caballero at extensions 4336 on M-W-F from 4:30 to 5:30.
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- TOEIC Review Quality, Ahumada Villalón No.36 Ofic.105 Esq. Juan O'donojú, Col. Lomas Virreyes, Delega. Miguel Hidalgo 11000 Mexico, D.F., tel. 5540-3555/5540 3959/5540-0334/5540-7242. (Valid for two (2) years) **or**
- TOEFL (iBT/ITP/PBT). Information: <http://www.ielatinamerica.org/cgi-bin/contenido.pl?p=centrositp> or <http://www.usembassy-mexico.gov/bbf/bftoefl.htm> (Valid for two (2) years)
- The scores for Level IV English (Fluent) are : (TOEFL iBT 106+ or TOEFL ITP/PBT 620+ or TOEIC PBT850+)
- Copy of typing test score (test may be taken at typingtest.com).

Submit application to:

Human Resources Office at e-mail: MexicoCityHRHD@state.gov (Please refer to position number in subject line of e-mail.) i.e. **CAI-D44 Secretary (MD)**. **Please note that hard copies are not accepted.**

Please check the U.S. Embassy web site for future vacancy announcements: http://mexico.usembassy.gov/eng/job_opportunities.html

The U.S. Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education
P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References

drafter: AVega
cleared: MSteinbauer LGuerrero NTomanovic